# AUGUST 8, 2007 MINUTES RECRUITMENT AND RETENTION COMMITTEE LOUDOUN COUNTY FIRE RESCUE COMMISSION

#### ATTENDANCE:

Co.	Name	Attended	Co.	Name	Attended
1/20			11/18	Bev Taylor	No
2	Jim Guttierrez	Yes	12	Sheila Brendel	Yes
3	Allie Love	No	12	Elaine Walker	No
4	Matt Mutschler	Yes	13	John Palm (new)	No
5			14		
6/23	Barbara Murphy	Yes	15	Kara Brown	No
6/23	Loring Dixon	No	15	Gwen Kjellberg	Yes
7	Scott Marks	Yes	15	Bill Lyden, Chair	Yes
8	Clay McCuistion	No	16		
9/19	Christine Crabill	No	17	Hank Houde	No
10			LCFR	Karen McQuaid	later
11/18	Dan Cahill	Yes			

Bill Lyden called the meeting to order at 1930.

The July minutes were approved.

## **R&R SPECIALIST VACANCY:**

Chris Lichvar's resignation was announced and that he has been rehired on a temporary basis to complete the photo ID project, estimated to be complete within 6 weeks. The vacancy announcement is posted on the County's website, also contact Karen McQuaid if you know of someone interested in the position.

# FIRE RESCUE AWARDS BANQUET, MAY 22, 2008:

No update whether a contract has been signed. Karen is issuing an RFP for single sourcing for bids. Payment for the 2008 banquet will come from the SAFER grant (\$16,000) with the rest from R&R Committee funds. Karen's designated R&R funds will be used to pay for the length of service awards.

## **LEADERSHIP WORKSHOPS:**

The committee agreed that the length of each workshop will be five hours to keep within the budgeted funds for development and to ensure that sufficient time is allotted to cover each subject. The workshop dates and subjects:

- September 16 (Sun): Leadership vs. Management
- September 29 (Sat): Coaching & Mentoring
- November 4 (Sun): Conflict Resolution
- December 1 (Sat): Change Management

There will be a conference call with Sara Gaba of Renaissance Resources on August 14 at 7pm to develop the requirements for the first workshop. Contact Bill if interested in participating in the call. After the August 14 call, Bill and Karen will do a PR push to promote the workshops, all need to ensure that it is talked up at stations.

#### VA OEMS KEEPING THE BEST SERIES:

VA OEMS is sponsoring two of the Keeping the Best retention modules in Chesterfield (August 10-11) and Salem (October 12-13). Maximizing Your Retention Efforts and How to Use EMS Retention Principles will be offered at both locations. See <a href="www.vaems.org/aemer">www.vaems.org/aemer</a> for details or contact Bill or Karen for more info, flyers were sent to each station. Those that have attended the two modules above can attend the Train the Trainer class to be held in December.

#### TRAINING:

Karen does not currently have computer access to add the Training Advisories to the website, this should be resolved soon. The following table shows the August 8 status of upcoming classes:

Class	TD-TRs due	Class start date	Instructor
EMT-E	7/16	8/2	Chase
EMT-E to I	8/1	8/2	LCFR
First responder	7/30	8/4	Herlocker
CPR	7/31	8/4	LCFR
Prep for Initial Company Operations (PICO)	8/7	8/7	Collins
Pandemic Flu	8/8	8/8	Co.13 Porter
NFPA Awareness & Ignitors	8/13	8/15	Dickinson
BloodBorne Pathogens	8/17	8/19	Logsdon
County Volunteer Orientation	8/17	8/21	McQuaid
EMT-B	8/17	8/23	Logsdon
HTR Confined Space Entry & Rescue	8/18	8/25	Collins
HazMat Awareness	8/20	8/26	Herlocker
Fire Instructor I	8/24	8/27	Dickinson
EMT-E refresher	8/24	8/29	Skinner
EVOC II & III	8/31	9/5	Cromer
EMT-B Evaluator Training	8/29	9/5	NVEMS Council
ALS Challenge	9/7	9/10	LCFR
PALS	9/10	9/15	LCFR
Firefighter Certification*	8/30	9/15	Dickinson
FFI, FFII, and/or Mayday FF Down			
Strategy & Tactics for Initial Company Operations (STICO)	9/7	9/17	Collins
County Volunteer Orientation	9/14	9/20	McQuaid

County Volunteer Orientation	10/19	10/24	McQuaid

<sup>\*</sup>New structure. Any member interested in any or all three classes must register. On the first day of class the member will be directed which dates to attend to achieve their desired certification.

#### LCFR TRAINING COMMITTEE:

Attendees at the last committee meeting included Wagner Grier (chair), Linda Hale, Bill Lyden (for Bev Taylor), Karen McQuaid and Carmelina Rebano. The Training Committee is an extension of the Fire Rescue Commission formed to determine if/what training issues exist and try to fix them. Wagner suggested that company training officers attend the meeting. Contact Bill if able to attend the periodic meetings as an R&R committee representative until Bev returns.

A recent HTR class had reached its maximum enrollment of 25 however there were 6 no shows. Creation of a wait list process was suggested so that no shows could be replaced by those willing to agree to the wait list conditions. Bill will email Kit Fraley to ask that the issue of no shows and creation of a wait list be added to the agenda for the next Rescue Chiefs meeting and will also ask that it be added to the EMS Council and Fire Council meeting agendas.

## **FALL 2007 RECRUITMENT CAMPAIGNS:**

The fall 2007 campaign will begin on September 10 and last for six weeks, extending through fire prevention week. Updates for the bus wrap and radio ads were provided by Bill and Karen.

## Bus wrap:

A discussion of the Media Transit handout detailing their bus ad types and fees was held. Although the '7 on 7' bus route is already sold out for the campaign time frames, other routes are still available. In addition to the monthly advertising rates, there is a fee of \$6000 to develop the artwork for full wrap which can be done within two weeks and a set up fee of \$100 plus artwork fee applies.

It was agreed that one full bus wrap will be too expensive but that different size ads (and possibly different artwork for each) for two buses would be within the budgeted bus wrap funds. The Committee recommended that 'king' sized display ads be placed on two sides of one bus and that a second bus have a 'full back' sized ad. Bill will contact Media Transport on August 9 for the cost of a full back bus ad and email the amount to those that attended this meeting.

## Radio:

Karen and Bill met today with the Clear Channel Radio representatives who will be developing a proposal to be delivered on August 10 that also includes Internet advertising. A concentration of ads during the evening rush hour was requested and with some overnight (midnight-5am) included. One-third of the budgeted fall 2007 and spring 2008 campaigns will be spent for ads on Clear Channel stations of WMZQ 98.7, Sports talk 980, DC101 and WBIG 100.3. Karen is working with WTOP separately for ad placement. Karen's R&R funds will be used for the radio ads.

## MONTHLY VOLUNTEER ORIENTATION:

A Loudoun County Volunteer Orientation is scheduled for Tuesday, August 21 with Bill, Christine Crabill and Allie Love scheduled to present. Updates to the presentation were discussed including taking out the detail of the Loudoun County structure, perhaps leave the slides in for reference but not talk about them and also adding a slide about proper attire/dress for classes.

#### **UPCOMING EVENTS:**

August 9: VA R&R networking group will be meeting in Chesterfield, Bill, Karen and Gwen will attend.

August 15: Health insurance open enrollment deadline

August 18: Junior Women's Club of Loudoun Silent Auction at Tarara Winery, 6pm-9:30. Companies 10 and 13 will display apparatus. Assistance is needed at a PR/R&R table from 5:30-7:30, contact Karen if available.

October 7-13: Fire Prevention Week

Open house events reported so far:

Co. 2: Saturday October 13 Co. 6: Sunday October 21

Co. 11: Saturday October 6, rain date October 7

A list of LCFR public education loaner items that can be requested in advance from Joy Dotson was distributed. The list includes a life safety trailer, 911 simulators, safe house and house on fire prop. She noted that these items are booked months in advance for open houses, especially those that are familiar with asking for them. Contact Joy at <a href="mailto:joy.dotson@loudoun.gov">joy.dotson@loudoun.gov</a> or 703-771-5551 for info.

November 13, 14, 15: Company points check in; R&R committee members needed for check in

## OTHER:

Karen is working on business discounts for volunteers including a form for businesses to complete, creation of an Internet directory and window display stickers.

Jim Gutierrez continues to write periodic articles for the Purcellville Gazette and needs more ideas on what to write (no politics) including pancake breakfasts, any events, perhaps recognize people (FF/rescue person of the week). Jim will send samples to Karen to send to the Committee.

The next meeting will be held on September 12 at 1930 at the Training Center.

The meeting was adjourned at 2055.